

**21st CENTURY PROJECT
ADVISORY COMMITTEE MEETING
SUMMARY
OCTOBER 18, 2006**

This recaps the 21st Century Project Advisory Committee meeting held on October 18, 2006. The Advisory Committee was attended by representatives from the California Correctional Supervisors Organization and State Park Peace Officers Association of California.

SCO began the meeting by providing a handout, which described employee information that will be available to the employee through Employee Self-Service (ESS). The timeline for ESS functionality has not been determined.

SCO provided a project update, reporting that as of October 17, 2006, all blueprint workshops were completed. Approximately 40 workshops were held, with attendance by approximately 400 department participants. Currently, the 21st Century Project is finalizing documentation from the blueprint workshops in order to present to participants the findings and results of their input. Blueprint workshop validation sessions will be held the week of November 6, 2006; at these sessions participants will view future business process flows and procedures that will be implemented with the new Human Resource Management/Payroll system.

SCO provided an understanding of the new system as it relates to the following topics:

Payroll	Processing of Overpayments, Accounts Receivables, Overtime, Specialty Pay, Bi-Weekly Pay Plan
Timekeeping	Time Entry, Points of Entry, Approval Process, Time Audit
Employment	Salary Changes, Seniority Changes, Miscellaneous Changes
Benefits	Paid Leave, Unpaid Leave, Workers Compensation, Return From Leave

Currently, the State's automated uniform state payroll system issues semi-monthly pay for over 17,000 employees. Because the new payroll system does not incorporate a semi-monthly pay plan these employees must be converted to either a monthly or bi-weekly pay program.

Approximately 2% of the semi-monthly workforce includes employees excluded from bargaining. Semi-monthly employees who are not entitled to participate, by means of legal requirement, shall transition to the monthly pay program. Employees and excluded/supervisory employee organizations will be noticed prior to employees being transitioned to the monthly pay program.

The next Advisory meeting will be held on November 15, 2006.

The following questions were asked by meeting attendees and responded to by SCO, at the October 18, 2006 Advisory Committee Meeting:

In the current system only a specific number of pay differentials are included in the employee's pay warrant, will the new system allow more pay differentials to be locked in?

The system currently allows three pay differentials to be locked in; the new system will allow Human Resource personnel to lock in as many differentials as the employee is entitled to.

In order to utilize ESS employees will need to have access to computers, what will happen when employees are away from their office or have no computer access?

At the time a department is rolled into the system, the department will be aware of the requirements necessary to ensure their employees have access to ESS.

October 18, 2006 Advisory Committee Meeting "Parking Lot" items:

- Will the new system notice an employee when they move from a Rank & File position into an Excluded position?
- When an employee receives a pay warrant that contains multiple pay types, will the new system enable the warrant to itemize the pay types?